

# Personnel Issues & You



UPPS Newsletter 2001-07

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pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

## E-mail Security

The Personnel Cabinet reminds agencies that e-mail is not a secure means of communicating confidential information. Each agency has a responsibility to respect the privacy of its clients and employees by restricting the transmission of confidential information such as Social Security numbers, home addresses and telephone numbers to more secure means, such as the telephone or messenger mail.

## Termination of TALX - The Work Number for Everyone

Effective July 1, 2001, we will no longer be using the TALX file for verification on loan applications. Payroll Officers will need to resume the paper verification as they did in the past.

## Clarification of Retirement Rate Change

Utility code 0000021 is only used by Teachers Retirement Systems (TRS). It does not affect any other retirement system and is only used for working retirees from

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## Responsibility of Transfer Forms

Whenever an employee transfers from one agency to another, it is the responsibility of the losing agency to submit the transfer form. This pertains to Transfer Out (Y01) and Transfer In (A41) only. The exception to this rule is that a transfer form is not necessary when the transfer is due to a promotion.

# Governor's Employee Advisory Council

On June 18, 2001 Secretary Palmore certified to the Secretary of Labor those classes that have been assigned to each of the representation categories outlined in Executive Order 01-623, which established the Governor's Employee Advisory Council. This information is on the Personnel Cabinet home page under the heading Governor's Employee Advisory Council. <http://www.state.ky.us/agencies/personnel/pershome.htm>

## New Life Insurance Carrier

The Personnel Cabinet Group Life Insurance Administration Branch announces that effective July 1, 2001 through June 30, 2003; the new life insurance carrier will be The Standard Insurance Company. The State Paid Basic Life Insurance will remain at \$20,000. Changes for the new contract will be as follows:

- Dependent Plan A will change from the current premium of \$10.09 to \$10.00.
- Optional Rate for 40-59 will increase from \$ .45 to \$ .50 per thousand dollar of coverage.
- Optional Rate for 60 and up will increase from \$ .56 to \$ .80 per thousand dollar of coverage.

All plans will remain the same with four (4) optional plans and five (5) dependent plans from which you may select.

We will have an open enrollment the whole month of September that will allow you to add, terminate or make any changes to your current life insurance coverage. This open enrollment will be a good time for you to review your records and make any changes to your coverage or your beneficiary. No enrollment will be required for those employees not wanting to make a change.

All eligible employees will receive individual certificates of coverage that will provide them with an explanation of their current coverage under the Commonwealth of Kentucky. Certificates will be mailed by March 2002. Make sure you receive a new certificate of coverage booklet from your employer.

A copy of the group life insurance rates is attached. If you should have any questions or need additional information, contact the Personnel Cabinet, Group Life Insurance Administration Branch at (502) 564-4774 or (800) 267-8352.

## I Bonds

The I Bond program has been very popular but we remind employees that the only denominations available for payroll deduction are: \$50.00, \$75.00, \$100.00, \$200.00, and \$500.00. Even though the \$1,000.00 bond appears on the card, it is not available through payroll deduction. However, these are available directly through a bank. We also remind you to watch the enrollment cards. If you are entering an I Bond, you must use a "1" in the first position of the goal field. If it is a series EE Bond, leave the first position blank. Further instructions for entering Savings Bonds can be found on page 8.65 of the Payroll Manual.

# Employee Health Insurance Reminders

From the Office of Public Employee Health Insurance, Member Services Branch:

**COBRA Health Insurance** - Applications and premiums should not be mailed to the Personnel Cabinet. Health Insurance Coordinators should mail all COBRA applications, along with the first month's premium, directly to the insurance carrier. All payments from that point on will be mailed directly to the insurance carrier by the insured.

**COBRA Commonwealth Choice** - Applications along with the COBRA letter, COBRA Election form and payments should continue to be sent to the Member Services Branch, 200 Fair Oaks Lane, Suite 501, Frankfort KY 40601, ATTN: Susan Popp.

If a **Qualifying Event** occurs that requires a new enrollment in Commonwealth Choice, or a change to an existing Commonwealth Choice account, please mail the Health Insurance application, Commonwealth Choice application, Health Care Change in Status Form or Daycare Change in Status Form, and any supporting qualifying event documentation to the Member Services Branch, 200 Fair Oaks Lane, Suite 501, Frankfort KY 40601, ATTN: Susan Popp.

When setting up a new **Commonwealth Choice** account, **please do not set it up any sooner than one pay period before the effective date.** EXAMPLE: Hire date of June 13, benefits would be effective August 1. Health Insurance would be set up in the June 30 payroll; Commonwealth Choice would be set up in the July 30 payroll.

**Hunt, Dupree, Rhine and Associates have asked us to remind insurance coordinators that Commonwealth Choice accounts and balances should not be discussed with anyone other than the person enrolled in Commonwealth Choice. This includes a spouse, children, etc.**

If an employee waives health insurance coverage, then later experiences a qualifying event (regardless of what the qualifying event is), the scenario for Waiver of Coverage should be used from the Qualifying Event chart. EXAMPLE: Employee waives coverage during open enrollment, then divorces in June and loses coverage at spouse's employer. You should refer to the Qualifying Event Chart/Waiver of Coverage section for effective date information. The qualifying event is that the employee waived coverage and now loses that coverage. Supporting documentation will still be the divorce decree.

## PERSONNEL CABINET / GROUP LIFE INSURANCE ADMINISTRATION

**RATES FOR COVERAGE EFFECTIVE 07/01/01 – 06/30/03**

**CARRIER: STANDARD INSURANCE COMPANY**

**POLICY NUMBER: 641682-A**

All Eligible Employees (state employees, elected state officials, health departments and school board employees) \$20,000

The amount of Accidental Death and Dismemberment Insurance is an amount equal to the Basic Insurance amount. The Basic rate premium is \$ 1.96.

### DEPENDENT INSURANCE

	PLAN A	PLAN B	PLAN C	PLAN D	PLAN E
Insurance on Spouse	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ -
Insurance on each child to age 6 months	\$ 2,500	\$ 1,500	\$ -	\$ -	\$ 2,500
6 months to 18 years of age or 18 and older if attending an educational institution and relying on employee for financial support	\$ 5,000	\$ 3,000	\$ -	\$ -	\$ 5,000
Monthly Rate	\$ 10.00	\$5.35	\$ 2.25	\$ 7.90	\$ 3.25

### OPTIONAL INSURANCE

Plan 1	\$ 5,000
Plan 2	\$10,000
Plan 3	One Times Annual Salary*
Plan 4	Two Times Annual Salary*

\*Evidence of insurability may be required for insurance over \$ 150,000.

The amount of Accidental Death and Dismemberment Insurance is an amount equal to the Optional Insurance amount.

### MONTHLY RATES PER THOUSAND OF INSURANCE FOR OPTIONAL COVERAGE

<u>AGE</u>	<u>OPTIONAL RATE</u>
Under 40	.21 per \$ 1,000
40 – 59	.50 per \$ 1,000
60 and up	.80 per \$ 1,000

Revised 05/31/01